

**CONFIDENTIAL**

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**CENTRAL INTELLIGENCE AGENCY**  
WASHINGTON, D.C. 20505

OIS Registry

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25 FEB 1983

Dr. Robert M. Warner  
Archivist of the United States  
National Archives and Records Service  
Eighth Street & Pennsylvania Avenue, N.W.  
Washington, D.C. 20408

Dear Dr. Warner:

Enclosed are the "Guidelines for Identifying and Handling CIA Information During Declassification Review of Records from the Period 1946-54," as required by Section 3.3(a) of Executive Order 12356 and Section 2001.(c)(3)(i) of Information Security Oversight Office Directive Number 1. The guidelines were coordinated in draft with Mr. Edwin A. Thompson of your staff.

The policy at CIA is that our offices must review information for which we are responsible before it can be declassified and released to the public. In the attached guidelines we have attempted to explain the reasoning behind that policy. In addition, we have described our activities as an intelligence agency as they relate to the creation and protection of classified records, and we have tried to anticipate, at least in a broad sense, where such records might be encountered in the files of other U.S. Government agencies. Finally, we have provided a three page listing of the various types of intelligence reports and publications that CIA produced during the period with descriptions and comments about where they may be held in governmental records.

The enclosed guidelines supersede the "Central Intelligence Agency Systematic Review Guidelines" signed by Director Stansfield Turner which were issued pursuant to Executive Order 12065 and forwarded under a letter of 5 June 1979.

Previously issued guidelines covering the records of the Office of Strategic Services (OSS), material of the Foreign Broadcast Information Service (FBIS), and the Foreign Documents Division (FDD) remain in effect but will be reviewed and considered for revision as necessary.

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I hope that the enclosed guidelines will be useful in your systematic declassification review program. Should you have any questions concerning these guidelines, please contact [redacted] Director of Information Services, Directorate of Administration, CIA, Washington, D.C. 20505, [redacted]

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Sincerely,

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[redacted]  
Harry E. Fitzwater  
Deputy Director  
for  
Administration

Enclosure

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[redacted] (22 February 1983)

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